

DEPARTMENT OF THE ARMY

Vacancy Announcement Number: NEGE04644921

Opening Date: March 17, 2004

Cut off Date: March 31, 2004

Position: Secretary (OA), GS-0318-7/FPL: 07

Salary: \$34,184 - \$44,439 Annual

Place of Work: US Army Engineer District, Baltimore, Construction Division, Capitol Area Office

Duty Stations: Fort Belvoir, VA

Position Status: This is a Permanent position -- Full Time

Number of Vacancies: 1

Duties: Serves as principal clerical and administrative support. Work may involve directing the work of lower grade clerical staff. Ascertains requirements, adapts procedures, trains clerical personnel, and prepares reports. Duties require knowledge of all Army and District regulations concerning travel, time & attendance, file maintenance, purchasing, records maintenance, government property, motor vehicle maintenance, overtime approval, training, etc. Sets up standard operating procedures such as the routing and control of correspondence; records of construction contracts, etc. Researches & compiles statistical data. Prepares and submits personnel forms and reports. Directs the maintenance of up-to-date employee record cards, current job descriptions, and performance appraisals. Prepares estimates of operating expenses. Assures bills are prepared and sent for payment. Maintains records of vehicle inspection & repair. Serves as Property Officer. Maintains security of credit cards.

Who May Apply:

- Transfer Eligibles
- All Federal employees serving on a career or career-conditional appointment.
- Department of Defense employees serving on a Career or Career Conditional Appointment.
- Army employees serving on career or career conditional appointments or equivalent.
- Reinstatement eligibles.
- Veterans eligible under Veterans Employment Opportunities Act of 1998. (VEOA)
- Interagency Career Transition Assistance Plan (ICTAP) eligibles

Qualifications:

SPECIALIZED EXPERIENCE: Experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to performing a variety of secretarial, administrative and office automation duties to include preparing correspondence with

procedural and grammatical accuracy; working knowledge of regulations and directives concerning travel, time and attendance, purchasing, records maintenance and disposition; researching and compiling data; and handling personnel and training administrative matters.

IN ADDITION: Applicant must be a qualified typist able to type at least 40 wpm. Number of words applicant can type per minute MUST be stated in application/resume for consideration. Applicants may meet this requirement by passing the appropriate performance test, presenting a certificate of proficiency from a school or other organization authorized to issue such certificates by the Office of Personnel Management, local office, or by self-certifying their proficiency.

Typing - Any Grade: Qualified typist is required (40wpm).

GS-06 and above: One year of experience directly related to the occupation and equivalent to the next lower grade level. Education is not creditable, however, graduate education may be credited in those few instances where the graduate education is directly related to the work of the position.

One year of experience in the same or similar work equivalent to at least the next lower grade or level requiring application of the knowledge, skills, and abilities of the position being filled.

Other Information:

- Permanent Change of Station (PCS) expenses are not authorized.

Other Requirements:

- Personnel security investigation required.
- You will be required to provide proof of U.S. Citizenship.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.

How to Apply:

- Self-nomination must be submitted by the closing date.
- Resume must be on file in our centralized database.
- If your resume is currently in our central database, you may Self-Nominate by going to the CPOL/CPOC Vacancy Announcement Board <http://cpolrhq.army.mil/ner/index.html> , key (or cut and paste) the announcement number into the Search - Announcement field (found at the bottom of the page), click on GET ANNOUNCEMENT, then follow link within THAT announcement to self-nominate.

- Click here to use the [Army Resume Builder](https://cpolst.belvoir.army.mil/rb/rb_entry.cgi) (https://cpolst.belvoir.army.mil/rb/rb_entry.cgi) to create your resume. Follow the instructions in this vacancy announcement to apply for the job.

Point of Contact: Taunya L. Stewart, NE Civilian Personnel Operations Center, 410 306 1208

THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

SELECTION FOR THIS POSITION IS SUBJECT TO RESTRICTIONS RESULTING FROM DEPARTMENT OF DEFENSE REFERRAL SYSTEM FOR DISPLACED EMPLOYEES.